



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 23-08

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Health & Nutrition Services

Original Signed

Lynn Ladd, NSLP Health Director
Leonora Renda, NSLP Nutrition Director
School Health & Nutrition Programs

Date: April 23, 2008

RE: NSLP 2008-2009 School Year Rollover

Instructions on how to apply to operate NSLP in 2008-2009 School Year

The Food Program Permanent Service Agreement has been updated. Prior to program approval, all sponsors will be required to submit two agreements with original signatures. Please see CN Memo # 22-08 (enclosed).

- If there are changes in signature authority on your revised Food Program Permanent Service Agreement, you must update all your common logon security agreements. Any questions concerning the common logon agreements should be directed to Mary Soto at (602) 364-0718.

Sponsors are required to submit online applications each school year.

After June 1, 2008, you will be able to submit your online sponsor and site applications for the 2008-2009 school year.

- Use your common logon username and password to enter CNP Web
- Access the CNP Web Applications Page and select program year 2009 from the drop down box.
- Your previous site and sponsor application information will rollover and appear for you to make any necessary changes and submit your new applications for school year 2008-2009.

All Local Educational Agencies (LEA's) must ensure the online site* and sponsor applications are:

- Completed, submitted, and approved by your assigned School Health & Nutrition Specialist prior to the first day of meal service in order for the meals to be claimed. Please allow 3 weeks for approval of your applications. **Applications will not be backdated to allow the claiming of meals that were served prior to application approval.**

***Note: Schools that have separate Head Start/Preschool operations on their campus to which they deliver meals must treat those operations as a second point of service not as a separate site. The Head Start/Preschool must perform accurate meal counts that are reported and consolidated with the Host School's reimbursement claim. Meal delivery counts are invalid and can not be used for the reimbursement claim.**

CNP Web System

If you need to add a new school to the CNP Web system, fill out and return the forms located at:

- NSLP 'How to Apply' page at: <http://www.ade.az.gov/health-safety/cnp/nslp/Operating/HowtoApply.asp>
- Health & Nutrition Sponsor – Site Add/Change/Delete form at: (www.ade.az.gov/health-safety/cnp/nslp/Operating/AddChgDistSchool.pdf).

Any questions concerning the addition of a new school should be directed to Michelle Roberts at (602) 542-8725.

Contracts and Agreements to Provide Food Service

If you are contracting with a Food Service Management Company, or are a district that provides meals to schools outside of your district:

- An addendum or renewal to your contract will be required prior to approval to the School Health & Nutrition Programs.
- Please review your Application Checklist to ensure that you have submitted all of the required documents. **Your online sponsor application in CNP Web will not be approved until all the "checklist items" are submitted and approved.**

Claiming Reimbursement for 2008-2009

The date of approval of your online sponsor application in CNP Web is the official approval date for the program and ADE will not backdate any approval dates.

- You must file your last 2007 – 2008 claims by July 10, 2008.
- June and July claims can not be combined because the current state fiscal year ends June 30, 2008. Reimbursement rates for the 2008-2009 school year will be posted on the ADE website (www.ade.az.gov/health-safety/cnp/nslp/parentforms/2008-2009/) after July 1, 2008.

ADE Memorandum Reminder

Health & Nutrition Services will post all memoranda to the Health & Nutrition website: www.ade.az.gov/health-safety/cnp/nslp. No hard copies will not be mailed directly to the sponsor. Please visit the Health & Nutrition website regularly to review the most current information related to the Child Nutrition Programs. Memo review reminders will be posted on the application and claim webpage.

Food Distribution

To participate in the Food Distribution Commodities Program, you must:

- Select “yes” from the drop down box in the General Information section of the Sponsor Application on CNP Web.
- Log in to CNP2000 (the commodity ordering website) and make sure your delivery locations and contact information have been updated.

If you are new to the commodity program, you will need to:

- Complete and fax a Food Distribution Program Delivery Information Application to (602) 542-6978. The Food Distribution Site Information Sheet is located at www.ade.az.gov/health-safety/cnp/fdp/resourceslinks.asp.
- Register for a Commodity Ordering Web-base training in order to gain access to the website. Once these requirements have been completed, commodities can be allocated to your program.

You are required to pay a delivery fee for any cases of commodities received, so please keep this in mind when considering participation in the program. These fees will be paid out of your existing food service budget. You can contact a member of the Food Distribution team for more information about commodities or e-mail us at FDP@azed.gov.

Certifying Eligible Children Based On Household Income

Program forms for the 2008/2009 school year

- All required **program forms for the 2008-2009 school year** will be updated and available soon at: www.ade.az.gov/health-safety/cnp/nsfp.
- Any revision to the ADE's template program forms must be approved from your assigned School Health & Nutrition Specialist prior to the use of the revised form.

Applications

- Distribution of household applications for the 2008-2009 school year **must not** occur before July 1 **AND** no more than 30 days prior to the first day of school.
- Year-round schools should distribute applications and base eligibility determinations on the current fiscal year income guidelines on or after July 1.
- Approved applications from the previous school year are only valid for the first thirty days of operation for the new school year.*

*** Note: The 30 day roll-over of eligibility does not apply to sponsors operating Provision 2 or Provision 3. Sponsors that are completing their last non-base year cycle and starting their next base year must start with all students in the paid category until a new certification can be determined. Please refer to the Provision 2 & 3 Guidance Manual for additional options and guidance at: <http://www.ade.az.gov/health-safety/cnp/sa/download/manual.pdf>**

Fiscal Action for Incomplete Income Applications

Please be advised that all income applications received by the sponsor from families must contain the following information for it to be considered a complete application. (CFR 245.2)

1. Names of all household members
2. Amount and source of current income by each member and the source of the income*
3. Signature of an adult household member

4. Complete social security number of the adult household member who signs the application or an indication that the household member does not have one.

***Note:** Each household member who does not have income must also be identified and must have an indication of zero income on the application. Zero income may be indicated by checking the “no income” or by inserting \$0. Each household must provide the total amount of their current income. Income must be identified with the individual who received it, and the source of the income. **All applications that have household members (students included) listed without the “no income” box checked or a \$0 income listed will be considered an incomplete application and fiscal action will be calculated during a Coordinated Review Effort (CRE).**

Training & Communication to the Field

The training requirements for the 2008-2009 school year are as follows:

- All Foodservice Directors (or equivalent) receiving an initial or follow-up review are required to attend Day 1 and Day 2 of the A+ School Lunch Workshops.
- All new sponsors and Foodservice Directors (or equivalent) are required to attend Day 1 and Day 2 of the A+ School Lunch Workshops.
- Sponsors determined by ADE to have a high termination rate during the previous verification cycle are required to attend Day 1 of the A+ School Lunch Workshop.

Sponsors required to attend training for any of the above reasons will receive a memo from the ADE detailing the required training.

The 2008-2009 Comprehensive Workshop Brochure is enclosed for your review. Registration for any of the workshops is to be completed online at www.ade.az.gov/online/registration. Please read and take note of the registration, tardy, and cancellation policies found on page 2 of the 2008-2009 Comprehensive Workshop Brochure.

If you have questions or concerns regarding this memo, please contact your School Health & Nutrition Specialist at 602-542-8700.